



# Nursing Students' Association of New York State

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## Nursing Students' Association of New York State Bylaws

### ARTICLE I: NAME OF ORGANIZATION

The name of this organization shall be the Nursing Students' Association of New York State, Incorporated, a constituent of the National Student Nurses Association, Incorporated, hereafter referred to as NSANYS and NSNA.

### ARTICLE II: PURPOSE AND FUNCTION

The purpose of the NSANYS is:

- a. To assume responsibility for contributing to nursing education in order to provide for the highest quality of health care.
- b. To provide programs of fundamental and current professional interests and concerns.
- c. To aid in the development of the whole person, his/her professional role, and his/her responsibility for the health care of the people in all walks of life.

The function of the NSANYS shall include the following:

- a. To have direct input into the standards of nursing education and influence the educational process.
- b. To influence health care, nursing education and practice through legislative activities as appropriate.
- c. To promote and encourage participation in community affairs and activities towards improved health care and the resolution of related social issues.
- d. To represent nursing students to the consumer, to institutions and other organizations.
- e. To promote and encourage student's participation in interdisciplinary activities.
- f. To promote and encourage recruitment efforts, participation in student activities and educational opportunities regardless of a person's race, color, creed, sex, age, life style, national origin, or economic status.
- g. To promote and encourage collaborative relationships with other nursing and health related organizations.

### ARTICLE III: MEMBERS AND DUES

#### *Section 1. Constituent Associations*

- a. Any school chapter or state association whose membership is composed of active or associate NSNA members and who have submitted the official application for NSNA Constituency Status containing areas of conformity and upon meeting such other policies as the NSNA Board of Directors may determine, shall be recognized as a constituent.
- b. Recognized constituents shall be composed of at least 10 members from a school or the total enrollment if less than 10, and have filed the official application for NSNA

Constituency Status. This requirement of 10 or more members must be met on a date eight weeks prior to the NSNA Annual House of Delegates Meeting. There shall be only one chapter on each school campus.

- c. A state association shall be composed of at least two school constituents in a state. There shall be only one state association in any state. School constituents shall belong to their state associations when one exists. The term “state” in these bylaws shall be understood to apply equally to any state in the United States of America, to the District of Columbia, or to any territory, possessions or dependency of the United States of America.
- d. For yearly recognition as a constituent, constituent associations shall be required to submit annually the Official Application for NSNA Constituency Status which shall include the following areas of conformity: purpose and functions, membership dues and representation.
- e. A constituent association which fails to comply with the bylaws and policies of NSNA and NSANYS shall have its status as a constituent revoked by a 2/3 vote by the Board of Directors, provided that written notice of proposed revocation has been given at least two months prior to the vote and the constituent association is given the opportunity to be heard.
- f. School chapters and state associations are entities separate and apart from NSNA in their administration of activities, with NSNA exercising no supervision or control over these immediate and regular activities. NSNA has no liability for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of school chapters or state associations, or the members thereof. In the event any legal proceeding is brought against NSNA from any liability.
- g. School chapters are entities separate and apart from NSANYS in their administration of activities with NSANYS exercising no supervision or control over these immediate daily or regular activities. NSANYS has no liability for any loss, damages or injuries sustained by third parties as a result of negligence or acts of school chapters, or the members thereof. In the event any legal proceeding is brought against NSANYS as a result of such acts of omission or commission by a school chapter, said school chapter will indemnify and hold harmless the NSANYS from any liability.

## ***Section 2. Categories of Constituent Membership***

### ***1. Active Members:***

- a. Students enrolled in state approved programs leading to licensure as a registered nurse.
- b. Registered nurses enrolled in programs leading to Baccalaureate degree with a major in nursing.
- c. Active members shall have all the privileges of membership.

### ***2. Associate Members:***

- a. Pre-nursing students, including Registered nurses, enrolled in college or university programs designed as preparation for entrance into the program leading to an associate degree, diploma, or Baccalaureate degree of nursing.
- b. Associate members shall have all the privileges of membership except the right to hold offices of President, First Co-Vice President, and Second Co-Vice President at the State and National levels.

3. *Individual Members:*

- a. Individual membership shall be open at the national level to any eligible student when membership in a constituent association is not available. Individual members shall have the privileges of membership as prescribed in Article III, Section 2 items 1 and 2.

**Section 3. Categories of Non-Constituent Membership**

1. *Honorary Members:*

- a. An NSANYS Honorary Life Membership may be bestowed on any individual that the Board of Directors or the membership feels has contributed outstanding service to the NSANYS by a 2/3 vote of the House of Delegates or unanimously by the Board of Directors. Honorary members shall have none of the obligation or privileges of membership. Nominations must be submitted in writing on the day of the Annual Meeting for presentation to the House of Delegates for voting.

2. *Sustaining Members:*

- a. Sustaining membership shall be open at the state level to any individual or organization interested in furthering the development and growth of NSANYS, upon approval of the Board of Directors. This membership category is not open to those ineligible for active or associate membership. Sustaining members shall receive literature and other information from the NSANYS Board of Directors.

**Section 4. Length of Membership**

- a. Active associate and individual membership may be extended six months beyond graduation from a student's program in nursing, provided membership was renewed while the student was enrolled in the nursing program. Sustaining memberships shall be renewed annually.

**Section 5. Dues**

- a. The annual NSNA dues for active, associate, and individual members shall be a total of \$40 per member, with \$10 going to state dues, payable for the appropriate dues year. The dues year for members shall be a period of twelve consecutive months.
- b. The annual NSNA dues for active, associate, and individual members joining for two years shall be a total of \$80 per member, with \$20 going to state dues, payable for the appropriate dues years. The dues years for these members shall be a period of twenty- four consecutive months. To renew a membership shall be \$45 to renew online for 12 months, and \$80 online to renew for another 24 months.
- c. The NSNA board of directors shall have the authority to change membership dues, on a state level, providing such dues do not exceed the amounts set in these bylaws, and NSANYS has been given due notice to notify state members.
- d. National and State dues shall be payable directly to NSNA. NSNA shall remit to state constituent the dues received in behalf of the constituent.
- e. Any member who fails to pay current dues shall forfeit all privileges of membership.
- f. The state dues for NSANYS shall be determined by a 2/3 vote of the NSANYS Board of Directors.
- g. Payment of NSNA dues is a prerequisite to membership in NSANYS.

## **ARTICLE IV: BOARD OFFICERS AND DIRECTORS**

### ***Section 1. Officers***

1. There shall be five (5) Officers:
  - a. President
  - b. Co-Vice President
  - c. Co-Vice President
  - d. Secretary
  - e. Treasurer

### ***Section 2. Directors***

1. There shall be four (4) directors:
  - a. One elected as Breakthrough to Nursing Director
  - b. One elected as Community Health Director
  - c. One elected as STAT Editor
  - d. One elected as Communications Director
2. There shall be five (5) Regional Directors appointed by the President with the approval of the Board of Directors, covering the following regions:
  - a. Western
  - b. Central
  - c. Mid-Hudson
  - d. Metropolitan
  - e. Long Island

The Nominations and Elections Chair, shall be selected from the Regional Directors, and be appointed by a majority vote of the NSANYS Board of Directors.

### ***Section 3. Officers and Directors Eligibility***

- a. Active members, as defined in Article III, Section 2 of these bylaws, may be nominated for any office.
- b. Associate members, as defined in Article III, section 2 of these bylaws may be nominated for any office except President and Vice President.
- c. Candidates for the offices of President and Vice President shall be chosen from those NSANYS members who are NSANYS members one month before and the year following election at the annual convention, and are enrolled in an accredited nursing school at the time of the Annual State Meeting or Convention.
- d. Candidates for the offices of Secretary and Treasurer and the Directors shall be chosen from those NSANYS members who shall be NSANYS enrolled in an accredited nursing school at the time of the Annual Convention.
- e. Candidates must submit a biographical form and proof of NSNA membership to the Nominations and Elections committee.

### ***Section 4. Term of Office***

- a. Officers and directors shall be elected at the annual meeting to serve a term of one year or until such time as succeeding officers are elected.

### ***Section 5. Duties and Responsibilities of Officers and Directors***

(1) The Officers and the Directors shall:

- a. Perform the duties prescribed by the parliamentary authority.
- b. Maintain integrity of organization.
- c. Not at any time use or authorize any other person in the organization to appropriate funds for personal use.
- d. Be both morally and legally responsible in accordance to all laws for safeguarding all property including but not limited to the financial transactions that occur during their term of office.
- e. They shall not violate any federal or state laws during their term.
- f. Enjoy all legal and organizational privileges prescribed within the bylaws of the organization, national and state laws in addition to all rights and privileges as expressed in parliamentary procedures.
- g. Shall be responsible to contribute (2) articles to the STAT newsletter annually to support the STAT Newsletter, and in order to be eligible to be sponsored by NSANYS for the NSNA National Convention.
- h. Shall be responsible for attending 1 community service project per academic semester.

The officers' duties and responsibilities shall include the following:

(2) *The President shall:*

- a. Preside over all meetings of this association and the Board of Directors.
- b. Serve as an ex-officio member of all committees except the committee of the Nominations and Elections, and audit.
- c. Approve expenditures as submitted by the Treasurer and authorized by the Board of Directors.
- d. Represent this association at all meetings related to NSANYS, and have power to designate a qualified representative in his/her place as deemed necessary.
- e. Appoint special committees deemed necessary for the welfare of the association.
- f. Be co-signer of checks for all NSANYS account(s).
- g. Call Emergency meetings as prescribed by Article VIII, Section 2d.
- h. Call Special meetings as prescribed in Article V. Section 5.
- i. Shall act as the Chair of the Bylaws, and Policies & Procedures Committee and Resolutions Chair, if no other officer has agreed to Chair said committees, to ensure that the Bylaws are up to date, and Resolutions are managed.
- j. Perform all other duties designated pertaining to the office.

(3) *The Co-Vice President shall:*

- a. Assume the duties of the President in the event of vacancy in the office or in the absence or disability of the President.
- b. Be responsible for the organization of the annual meeting with the approval of Board of Directors.
- c. Be responsible for the organization of the annual meeting of the Council of School Presidents with the approval of Board of Directors.
- d. Serve as assistant to the First Vice President.
- e. Sit as the Chair of the Awards and Scholarships Committee.

- f. Perform all other duties as designated.
- g. To plan additional activities, if there are any, that may be planned for the annual meeting.
- h. Assume either the duties of the President or the First Vice President when needed.
- i. Discuss and decide specific duties with the President and will sign a formal agreement at the first official meeting.
- j. Perform all duties as assigned.

*(4) The Secretary shall:*

- a. Establish and maintain a file of all correspondence and information pertaining to this association of the current year.
- b. Notify the Board of Directors, and schedule the time and place of the meetings.
- c. Conduct the general correspondence of the association as requested by the President or Board of Directors.
- d. Record minutes of all meeting of the Board of Directors. Forward 1 copy of the approved signed minutes from both the President and Secretary onto NSNA headquarters.
- e. In accordance with Article XII Section1.i and Article V Section2.e; forward one (1) signed copy of the Bylaws along with the annual meeting minutes to NSNA. This will be done by certified mail via the United States Postal Service with return receipt request.
- f. In accordance with Article XII Section1.j and Article V Section 2.f; secure one (1) signed copy of revised Bylaws.
- g. Keep on file as permanent record, all recorded papers as they come into their executive and administrative spheres.
- h. Refer to full appointed committees the necessary records for the proper performance of their duties.
- i. In accordance with article VII section 4; A copy of the amended bylaws shall be sent to each school having NSNA/NSANYS members following the NSANYS annual meeting prior to the beginning of the following semester.
- j. In accordance with Section XIII Section 1.j; include one sign copy of the approved bylaws from the annual meeting and include it in Secretary's official records along with all previous years.
- k. Perform all duties as assigned

*(5) The Treasurer shall*

- a. Act as guardian of the organization's funds and prepare an annual budget and present it for approval by the Board of Directors.
- b. Make monetary disbursements with the approval of the President and as authorized by the Board of Directors.
- c. Arrange with previous treasurer an official audit.
- d. Submit two names of certified public accountant at the first Transition meeting to the outgoing treasurer who shall with board approval decide on one of the elected board choices.

Secure and maintain throughout term of office Employer Dishonesty Bond insurance through accredited New York State Insurance Incorporation in the minimum amount

- of fifty thousand dollars (\$50,000.00). Proof of Insurance will be provided to all Board members along with copy of contract. Original copy should be maintained by the President during term of office, and will be submitted to Secretary along with all other documents at end of term as in accordance to Article VII section 6, titled Transition meeting.
- e. Establish and secure all banking accounts and ensure that all accounts under the corporation name of NSANYS must have at minimum two signatures with no attached credit or debit cards.
  - f. See that a detailed annual financial report (i.e. previous year and year-to-date) be prepared and presented in writing to all constituent associations at the annual meeting convention.
  - g. Furnish to the chairman of the tellers not less than two hours before the opening of the polls, a list of delegates and alternates entitled to vote at the annual meeting.
  - h. The treasurer shall make no attempt or permit the person or any title position or any member of elected officers or board member from engaging in any attempt or any activity to bypass financial safeguards established in bylaws. This includes but not limited to credit cards, ATM cards, and Personal loans.
  - i. Perform all other duties as designated.

*(6) The Breakthrough to Nursing Director shall:*

- a. Be responsible for the promotion of career opportunities in nursing.
- b. Focus substantially upon increasing the number of students from groups who traditionally have been underrepresented in American Nursing.
- c. Encourage the nursing education system to be more responsive of the needs of the above students.
- d. Submit Breakthrough to Nursing project to the Regional Directors to disperse to school chapters by the third month in office and keep the Executive Board informed of the goals and progress of the projects.
- e. Establish and/or maintain communication with the local school BTN directors.
- f. Assist local chapters, as needed, in developing recruitment materials and guidelines for recruitment in the area.
- g. Coordinate and submit the Annual NSNA BREAKTHROUGH TO NURSING AWARD
- h. Perform all other duties designated.

*(7) The Community Health Director shall:*

- a. Develop overall community health and service goals to be accomplished by the NSANYS board as well as state members.
- b. Be responsible for the promotion and implementation of community health projects.
- c. Submit monthly community health projects to the Regional Directors to disperse to school chapters and keep the Executive Board informed of the goals and progress of the projects.
- d. Work to develop or participate in statewide or national community service projects with a minimum of one project per month.

- e. Assist local chapters in developing or participating in statewide or national community service projects.
- f. Coordinate and submit the annual NSNA COMMUNITY HEALTH AWARD.
- g. Submit articles and community health resources for publication in the STAT Newsletter.
- h. Be responsible for the presentation of the community health project at the annual meeting.
- i. Perform all other duties as designated.

*(8) The STAT Editor shall:*

- a. Be responsible for the publication of the NSANYS newsletter 4 times throughout the term.
- b. Be responsible for the publication of the annual meeting brochure when deemed necessary by the President and or the First Vice President.
- c. Be responsible for submitting articles Bi-annually to NSNA for publication in the “Imprint” magazine.
- d. Perform all other duties as designated.

*(9) The Communications Director shall:*

- a. Be responsible for the update and design of the NSANYS website.
- b. Assist with all advertising, such as emails and flyers, to be posted to social networking websites, the NSANYS website, NSNA blast emails, and other like avenues of advertising NSANYS events.
- c. Perform all other duties as designated.

*(10) The Regional Directors shall:*

- a. Serve as a medium of communication between the schools in the respective region and the Executive Board.
- b. Act as a resource person to constituents in their region, providing timely reminders to constituents with regard to NSANYS events and meetings.
- c. Contact each school in their region at least once per month during by telephone, email, or in person.
- d. Have their duties defined by the Executive Board according to needs and priorities.
- e. Be responsible for the promotion of the state’s membership and recruitment and implement activities to increase constituency status among New York nursing schools.
- f. Assist the planning and implementation of all membership recruitment efforts and events (Annual Conference and Annual COSP meeting).
- g. Make up the Nominations and Elections Committee
- h. Perform all other duties as designated.

**Section 6. Board and Transition**

All officers and members of the Board of Directors at the end of their term of office shall be required to:

- a. Arrange 2 transition meetings and provide the following.



- b. Submit all original records including digital records with end of year summary report to Secretary. All board members at first transition meeting will provide copies along with end of year summary report to their successor.
- c. Submit to the original records to secretary who shall be responsible to maintain all past and current information as prescribe in Duties and responsibilities of Secretary Article 4 Section 5. Subsection 4.
- d. Ensure that secretary provides copies of all NSANYS information from past administrations' to all officers, advisors and NSNA at end of term. Secretary will also provide digital copies of NSANYS information to all elected officers, board members, advisors, NSNA, and upon approval of the board to any member or outside party.
- e. Explain to the board Elect purpose of transition meetings along with rights and privileges.
- f. Not permit the Board Elect to vote on current year's business.
- g. Permit Board Elect to vote on issues pertaining to transition including but not excluding financial audit arrangements.
- h. At second transition meeting the Board Elect shall not be denied right to vote on minutes from previous transition meeting.
- i. Treasurer may not be required to hand over checking account to secretary.
- j. Secretary will at second meeting submit to all "elected board" copies as prescribed in Article IV Section 6.
- k. The current board and the president-elect will represent NSANYS at the NSNA National Convention.

***Section 7. Board Vacancy***

A vacancy on the Board of Directors, other than the President, shall be filled by the Board of Directors by a simple majority vote. The Board shall fill such vacancies with a nominee provided by the Nominations and Elections Committee.

***Section 8. Removal of Members and Board Members***

The Board of Directors may remove a Board Member in the following cases:

- a. A member has accumulated more than 3 unexcused absences.
- b. In the case of a Board Member failing to perform his/her duties as outlined in these bylaws.

**ARTICLE V: NSANYS ANNUAL MEETING**

***Section 1. Meeting Obligations***

A statewide meeting shall be held annually at such time and place as determined by the Board of Directors. An official notice shall be sent to all members not less than eight weeks prior to the annual meeting when possible. The annual meeting shall be for the purpose of the development of the NSANYS organization and its members.

***Section 2. Meeting Agenda***

*The annual meeting shall:*

- a. Elect officers and board members.

- b. Receive and act on reports from the Board of Directors.
- c. Take all actions that require membership vote which shall include all parts in accordance with Article 4, Section 5.5j titled Duties of the Treasurer, including recording petty cash acquired by the Convention for deposit in the NSANYS official account.
- d. The membership approval of maximum preapproved spending by Board of Trustees. 2007/2008 will be twenty-five dollars (\$25.00).
- e. In accordance with Article IV Section 6.4.e and Article XII Section 1.i; one copy shall be signed by at least five board members after being approved by the membership and sent certified mail with return receipt request to NSNA via United States Postal Service.
- f. In accordance with and Article XII Section 1.i titled, Election; one signed copy shall be signed by five board members after being approved by the membership and kept with the Secretary's official records.
- g. Conduct other business as may come from time to time before the association.

***Section 3. Representation***

- a. Each school with NSNA and NSANYS members shall be entitled to delegates and alternates according to the number of members in good standing in NSANYS. Delegates shall be computed on the basis of the number of NSNA members as evidenced by the annual dues received by NSNA on a date eight weeks prior to the annual meeting. Schools having at least 10 members shall be entitled to one voting delegate and its alternate, and for each 10 members after that, shall be entitled to one voting delegate and its alternate to that delegate.
- b. All members should present proof of membership to the Treasurer or his/her authorized representative, and upon verification may be seated with the voting body as a delegate.
- c. The voting body at the annual meeting of his association shall consist of the Board of Directors and accredited delegates.

***Section 4. Delegation and Voting***

The privilege of making motions and voting shall be limited to the House of Delegates. A voting number shall have but one vote in any election of question.

***Section 5. Quorum***

A quorum at the annual meeting shall consist of at least one representative from five (5) constituent associations, the President or Vice President and two (2) other board members.

***Section 6. Special Meetings***

Special meetings of this association shall be called by the President upon a 2/3 vote of the Board of Directors or upon written request of 1/3 of the constituent chapters. Notice of time, place and purpose of the meeting shall be sent to all constituent associations not less than 30 days prior to the meeting. A quorum shall be the same as that at the annual meeting.

- a. All meetings of this association shall be open with regards to attendance, unless voted otherwise by the House of Delegates.

**ARTICLE VI: NSNA ANNUAL MEETING**

### ***Section 1. Delegate Representation***

#### ***School Constituents:***

- a. Each school chapter that is a recognized constituency, as determined by these bylaws, shall be entitled to one voting delegate and alternate, and in addition shall be entitled to one voting delegate and alternate for every 50 members.
- b. The school chapter delegate(s) shall be a member(s) in good standing in the chapter and shall be selected and/or elected by members of the school chapter according to the chapter bylaws. The school chapter may designate an alternate delegate for each delegate by one of the following two mechanisms.
- c. Selection and/or election by members of the school chapter according to chapter bylaws; or written authorization to the State Board of Directors requesting them to appoint a member of the State Board to act as a state-appointed alternate for their school chapter.
- d. A school chapter must have selected and/or elected delegate present at the NSNA Convention in order to have a state-appointed alternate seated in the House of Delegates.
- e. All alternates, whether school selected or state-appointed, shall have the same privileges as an elected delegate when seated in the House.
- f. Each school constituent shall be entitled to delegates according to the number of members in good standing in NSNA. Delegates shall be computed on the basis of the number of members in each constituent as evidenced by the annual dues received by NSNA on a date eight weeks prior to the annual meeting.

#### ***State Constituents:***

Each state constituent shall be entitled to one voting delegate and alternate. This delegate shall be the state president. If the state president cannot serve, a designated representative and alternate shall be elected at a state meeting or by the state board of directors.

### ***Section 2. Board Responsibilities***

- a. Board members will give reports to the membership.
- b. Secretary will record all minutes.
- c. Secretary will attach attendance roster to minutes.
- d. Minutes will be part of the official records.
- e. Treasurer will secure 'petty cash' limits for the Board Elect of the following year.

### ***Section 3. Membership***

- a. The membership will establish petty cash limit for Board Elect.
- b. Vote on all required business.

## **ARTICLE VII: ELECTION**

### ***Section 1. Officers and Director Choices***

The officers and directors shall be elected at the annual meetings.

### ***Section 2. Elections by Ballot***

All elections shall be by ballot, except in the case where there is one candidate when the election may be by voice vote.

### ***Section 3. Polls***

Before the opening of polls, opportunities shall be given for nomination from the floor of the House of Delegates. The names of the persons nominated from the floor, after verification of eligibility, shall be posted in the polling place and may be written on the ballot.

### ***Section 4. Ballot Counting***

In order to be elected, a nominee for any office must receive a majority of all votes cast. In case of a tie, a re-vote will be taken.

### ***Section 5. Tellers***

*Tellers shall:*

- a. Be appointed by the President.
- b. Act as inspectors of the elections.
- c. Check names and credentials, and report the results of the election to the membership prior to the close of the annual meeting.
- d. The tellers committee shall be composed of at least 3 members who are not from schools where there are candidates, if possible.
- e. Elect/select from among its members its chairman.

## **ARTICLE VIII: BOARD OF DIRECTORS**

### ***Section 1.***

The Board of Directors shall consist of officers and directors. Each shall have one vote at the Board of Directors meeting, special meeting and the annual meeting.

### ***Section 2. The Board of Directors***

- a. Transact the business of the association between annual meetings and report such transactions at the annual meetings of the association.
- b. Have the power to fill vacancies in any office except for the President.
- c. Assume the duties and privileges of the position.
- d. Approve the budget, authorize all monetary disbursements, and provide for the annual audit of accounts at the end of the fiscal year.
- e. Be an executive committee composed of the President and all officers and one consultant of the association.
- f. Have all the powers of the Board of Directors to transact business of an emergency nature between Board meetings.
- g. Report all transactions in full at the next regularly scheduled meetings of the Board.
- h. Meet at the discretion of the President.

### ***Section 3. Meetings***

- a. A member of the Board of Directors shall be subject to disciplinary action of dismissal for the unexcused absence from two (2) meetings, unless there is sufficient reason as

described by the Board of Directors.

- b. Any member of the Board of Directors who foresees their absence from a Board of Directors meeting shall contact the President two (2) weeks prior to the meeting and submit a report to read in their absence.
- c. Acceptable excused absences will be sudden or unavoidable circumstances, such as death in the family, or a severe incapacitating illness.
- d. A voting quorum shall be a minimum of 2/3 members of the Board of Directors.

#### ***Section 4.***

- a. In the interval between meetings of the Board of Directors, the President may refer and submit by mail, telephone, or any other means of communication, to the Board of Directors, definite questions relating to the affairs of the association, which, in the opinion of the President, requires immediate action. The result of such referendums, which requires a majority vote, shall control the actions of the association.

#### ***Section 5. Transition***

- a. Officers shall be elected at the annual meeting and will serve from June 1st to May 31st of the following year.
- b. The newly elected board shall be referred to as the 'Board Elect' and will have no vote except as described in Article 4 Section 6.
- c. There will be no less than two meetings designated as Transitional Meetings.
  - Transitional meetings will be held during the last month of term of office for current board and one month before elected board's term of office.
  - Special notification of transition meetings will be made to all board advisors.
  - To insure smooth transition the Elected Board will have the responsibility to attend all meetings including meetings as designated "Transition Meetings" upon election and therefore shall not be denied attendance from such meetings except for emergency meetings as called by the President or acting president from current board.
  - Treasurer will enumerate to elected board all rules and duties pertaining to his office in addition to any financial procedures required to be followed in accordance with the NSANYS Constituent and by-laws at first meeting to fulfill Secretary's obligation as described in Article 4 Section 5, under duties and responsibilities of Secretary.
  - In accordance with Article IV Section 3; at first transition meeting all board members will submit all original copies including digital information along with a summary report to the secretary. Exception to this rule will be records, information, banking checks, receipts and bond or certificates that will be needed by the Treasurer and the President so that they may function in full capacity until the end of their term.
  - Board members may maintain copies submitted in order to aid and assist future NSANYS Board members.
  - President will be required to submit to the Secretary the information prior to the last meeting so that she will be able fulfill her obligation as required.

#### ***Section 6. Vacancies***

A vacancy of the Board of Directors, other than the President, shall be filled, if deemed essential, by the Board of Directors.

## **ARTICLE IX: CONSULTANTS**

### ***Section 1.***

- a. There shall be three Board Consultants to the Board of Directors: One consultant shall be a Faculty member who's affiliated with a New York State accredited College or University. One consultant shall need to be affiliated with either the ANA or NLN. And, one consultant shall be a Presidential Advisor to be appointed each year by the new President Elect with the consent of the Board of Directors. The consultants shall serve as a resource persons in accordance with the guidelines set forth by NSNA.
- b. The Faculty and ANA/NLN Consultants shall serve a term of two years from June 1st to May 31st of the second year. The Presidential Advisor shall serve for one year from June 1st to May 31st of the following year.
- c. On the year that the Faculty and ANA/NLN consultant's terms are expiring, the current presiding President shall send out a letter to all approved schools of nursing and professional nursing organizations in New York State in order to solicit applications for the consultant's positions. This is to be done with the adoption of these bylaws, and be conducted by April 1st of each the year of term expiration.
- d. Applicants will be interviewed by the Board Elect, with consultation from the current Board of Directors, during the month of May.
- e. The Faculty and ANA/NLN consultants will approved by the Board of Directors immediately following their taking office on June 1st.

### ***Section 2. The Consultants***

- a. Serve as a resource person(s) through consultation and council with officers, committees, and members.
- b. Be welcome to attend all NSANYS and NSNA meetings; however this provision is not mandatory with the exception of transition meetings for which advisors will be required to attend.
- c. Be notified of the date, time and place of both Transition meetings.
- d. Provide guidance to the Board of Directors on matters concerning parliamentary procedures, and conducting effective meetings.
- e. Help arbitrate if solicited upon by the Board of Directors.

### ***Section 3. Special Consultant***

Special Consultant may be appointed at the request of any member of the Board to advise the board on a matter that is outside the scope of the regular consultants' field of expertise. The purpose and the term of office must be specified but may not exceed six months. Their term may be repeated with board approval but explanation of their renewal must be recorded in minutes and reason for Special Advisor must be presented at annual meeting under old business. If there is need for continuance of this position it must be approved by the membership at that meeting. They shall not be present during board's vote for appointment but may attend annual meeting if needed.

## **ARTICLE X: COMMITTEES**

### ***Section 1.***

Committees shall be composed of members of this association and shall assume duties as are designated by the President when needed.

### ***Section 2.***

Committees shall submit a report of their activities to the Board of Directors immediately prior to each meeting and at the annual meeting. A chairman who fails to submit a report for two consecutive meetings shall be considered resigned from the chairmanship.

### **Section 3.**

1. Finance Committee:
  - a. Shall be composed of the Treasurer (Chair), President, Vice President, and other Board members as deemed appropriate by the Board of Directors.
  - b. The purpose of the committee is to oversee all finances of the organization.
  - c. This includes monitoring and providing input for the preparation of the annual budget and the establishment of financial policies and procedures.
2. Bylaws, and Policies & Procedures Committee:
  - a. Shall be composed of the President (Co-Chair), the Secretary (Co-Chair) and at least 2 members as deemed appropriate by the Board of Directors.
  - b. The purpose of this committee is to review and revise the Bylaws, and Policies and Procedures.
  - c. The committee is responsible for reviewing and maintaining the NSANYS Bylaws, suggesting, soliciting, and reviewing any NSANYS Bylaws amendments, and for presenting proposed amendments to the House of Delegates during the Business Meeting at the annual meeting.
3. Breakthrough to Nursing Committee
  - a. Shall be composed of the Breakthrough to Nursing Director (Chair) and at least 2 members as deemed appropriate by the Board of Directors.
  - b. The committee shall oversee and support Breakthrough to Nursing projects with the focus of increasing the number of students from groups who traditionally have been underrepresented in Nursing.
4. Community Health Committee
  - a. Shall be composed of the Community Health Director (Chair) and at least 2 members as deemed appropriate by the Board of Directors.
  - b. The committee shall oversee and support the Community Health Projects.
5. Convention Committee:
  - a. Shall be composed of Co-Vice President (Co-Chairs) and other members as deemed appropriate by the Board of directors.

- b. The Committee shall oversee convention logistics, Briefing/Debriefing meetings, Hotel & catering cost, space allocation, convention set up; AV, internet, power and Agenda Management.
  - c. Plan focus sessions, including NCLEX test review. Solicit focus session speakers and keynote speakers.
  - d. Find sponsorships, manage the exhibit hall and allocate space for exhibitors.
  - e. Manage the annual convention page on the NSANYS website and social media page. Collaborate with the Regional Directors and Communication Director in the distribution of advertisement for convention by any media means appropriate (email, website, flyers, etc.)
6. Awards and Scholarship Committee
- a. Shall be composed of at least three (3) members as deemed appropriate by the Board of Directors.
  - b. Each member shall be of 3 distinct Nursing Colleges.
  - c. Committee shall work with Finance Committee and review budget for approved Scholarship amount annually.
  - d. Committee shall oversee the scholarship applications, define selection criteria, and submit five (5) finalists for a Board wide vote.
  - e. Committee members shall remove themselves from the review of specific applications as to avoid Conflict of Interest. Examples include: Applicants attending the same Nursing College, applications of friends/family of the committee members, etc.
  - f. Shall be responsible for soliciting, defining selection criteria, and awarding certificates for nominated awards, including, but not limited to: NSANYS Supportive Faculty Award, NSANYS Leadership Award, NSANYS Breakthrough to Nursing Award, NSANYS Community Health Event Award, NSANYS Outstanding School Chapter.
7. The Nominations and Elections Committee:
- a. NEC District Directors:
    - i. Shall be composed of the five (5) Regional Directors, or as otherwise deemed appropriate by the Board of Directors
    - ii. Recruit members to become active in the state operations by running for state office at the annual meeting.
    - iii. Pre-slate candidates based on qualifications, interests, and needs of the Board. Goal is to have a minimum of one (1) candidate pre-slated for all offices before the annual meeting.
    - iv. Where feasible, try to avoid pre-slating two (2) candidates for any one office when there are other offices without pre-slated candidates.
    - v. Ensure candidates are well prepared to run for office (informed of rules and regulations, campaigning process, duties of offices and of the Board, and eligibility to run for office, etc.)
    - vi. Conduct business of campaigning and elections, ensuring campaign rules are enforced.
  - b. Nominations and Elections Chair:
    - i. Shall be a Regional Director, unless otherwise stated by the Board of Directors
    - ii. Voted Annually by the NEC Committee and Board of Directors.



- iii. Supply ballots for the annual election of officers.
  - iv. Ensure elections are conducted under the standards set forth in the bylaws.
  - v. Perform all other duties as designated.
8. Resolutions Committee:
- a. Shall be composed of at least three (3) members as deemed appropriate by the Board of Directors.
  - b. One member shall act as the Resolutions Committee Chair.
  - c. Board of Directors will vote in the Resolutions Committee Chair annually.
  - d. Committee shall oversee resolution submission to the NSNA Annual Conference.
  - e. The committee shall maintain an updated list of all resolutions passed in the NSANYS House of Delegates and ensure all adopted resolutions are added to the ongoing list. With the date of adoption next to the title (i.e. House of Delegates, 1993).
  - f. This committee is responsible for submitting and presenting one resolution, which was passed in the NSANYS House of Delegates to the NSNA Annual Convention for presentation in the NSNA House of Delegates.
  - g. The committee also shall review any resolutions submitted to NSANYS and present the approved resolutions at the NSANYS Annual Convention House of Delegates.
9. STAT Newsletter committee
- a. Shall be composed of the STAT Editor (Chair) and at least two (2) Copy Editors as deemed appropriate by the Board of Directors.
  - b. Committee shall oversee and support the production of the STAT Newsletter.
  - c. Roles and Responsibilities include but are not limited to Author recruitment, Layout and article editing.

## **ARTICLE XI PARLIAMENTARY AUTHORITY**

### ***Section 1.***

- a. All meetings of this association shall be conducted according to parliamentary rules set forth in Robert's Rules of Order, newly revised.

### ***Section 2.***

- a. A parliamentarian shall be appointed by the President for each annual meeting.

## **ARTICLE XII: AMENDMENTS**

### ***Section 1.***

- a. The bylaws may be amended at the annual meeting of this association by a 2/3 vote of the delegates present, entitled to vote, and voting, provided that a copy of the proposed amendments be either sent to all school chapters and/or posted on the Boards National website at least one month prior to the annual meeting.

### ***Section 2.***

- a. All proposed amendments shall be submitted to the Board of Directors at least one month prior to the annual meeting.

### ***Section 3.***

- a. An amendment to these bylaws shall become effective immediately upon its adoption at the annual meeting unless otherwise stated in the amendment.
- b. These bylaws may be amended by unanimous vote if proposed amendment was not distributed previously as required in Section 1 and Section 3 (a).

***Section 4.***

- a. A copy of the amended bylaws shall be supplied to all schools and /or posted onto the Boards National website for members to review following the NSANYS annual meeting prior to the beginning of the following semester.

**ARTICLE XIII: RECORDING CHANGES**

***Section 1.***

- a. Appendage Section at end of section will be maintained.
- b. All revisions to the NSANYS Constitution and Bylaws will be recorded in this section.
- c. Changes will be recorded by year.
- d. Both old revision and new revision will be recorded.
- e. Old revision will be recorded first in italics with the letter ‘b’ and date after the bylaw.
- f. New revision will be non-italics with the intro labeled ‘Changed to’, with date at end of revision.
- g. Petty Cash amount approved at annual meeting will be recorded in this section and inserted in Article X Section 1 and all other corresponding sections.
- h. All changes shall be made in appropriate sections of NSANYS Constitution and Bylaws.
- i. In accordance with Article IV section 5.4.e titled “The Secretary shall” (pg. 5). and Article V Section 2.d.; one copy shall be signed by at least five board members and sent to NSNA.
- j. In accordance with Article IV Section 5.4.f titled “The Secretary shall” (pg. 5). and Article V section 2.e within the “Meeting Agenda” section; one signed copy shall be signed and kept with the Secretary.
- k. Corrections have been made to the original document to correct for grammar and spelling errors, and for the purposes of clarification (2015).

Changes have been made to the Community Health Director position, and a second Vice President has been added to make the role of Convention planning more manageable. (2016)